St Andrew's CE Primary School

At St Andrew's we **BELIEVE** all God's children should flourish in every area of their lives. Our broad and balanced curriculum **INSPIRES** the whole child with their unique talents, encouraging them to develop self-respect and high aspirations. We help them to **ACHIEVE** their full potential through active and creative learning that will develop their knowledge, skills and understanding with our supportive community.

'With God all things are possible' (Matthew 19:26)

Administering Medicines Policy

Date approved March 2026

Date of review March 2027

St Andrew's Primary School
Administering Medicines Policy

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

Aims of this policy

- to explain our procedures for managing medicines which may need to be taken during the school day
- to explain our procedures for managing medicines on school trips
- to outline the roles and responsibilities for the administration of medicines

In general, school staff cannot legally be required to administer medication or supervise a pupil taking it.
However, all staff in school have a duty to act as any reasonable prudent parent would, to make sure that pupils in their care are healthy and safe and this might extend to administering medicine or taking action in an emergency.
Medicines will normally be administered by the Office Staff but other members of staff may have named responsibility within children's Individual Medical Plans.

We will:

- Administer prescription medicines during the school day if absolutely necessary (i.e. in cases where it would be detrimental to the child's health if it were not administered during the school day)
- Require parents to complete a consent form detailing doses and times. Medicines must be supplied in the original container they were dispensed in
- Devise Individual Medical Care Plans, with parents, for managing long-term medical needs
- Have a 'named person' for the administration of medication that requires specialist training (e.g. Epipens). All adults working with the child will have an awareness of how to use the epi-pen and who to call.
- If need arises, find a child at a specific time for medication
- Keep inhalers in boxes in the medical room so they are always accessible
- Supervise the administration of inhalers
- Store prescribed medication safely
- Ensure relevant documents are kept up to date and held confidentially in a safe place

We will only:

- Administer any non-prescription medication agreed with the Headteacher
- Administer any aspirin or ibuprofen-based medicines prescribed by a doctor
- Administer inhalers for a short while in cases where we are helping parents train the youngest of children to self-administer

Refusal of Medicines
If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

Storage of Medicines
All medicines should be delivered to the school office by the parent or carer. In no circumstances should medicines be left in a child's possession. Teachers and teaching assistants should not take receipt of any medicines.
All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the school office or medical room fridge and should not be kept in classrooms.
All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration. All emergency medicines, such as asthma inhalers and Epipens, should be readily available and kept in an agreed place in the medical room. Children may carry their own inhalers, when appropriate.

Disposal of Medicines
Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Unused medicines must be collected at the end of the agreed administration time period. Staff will check medicines periodically and at least half termly and inform parents if medicines are reaching their expiry date.

Medication during Off-site Activities
- A named member of staff has responsibility for management of medication. This person must be given all the relevant information in writing by the parents
- Generally, Key Stage One children would not be required to carry their own inhalers, but refer to the responsible adult if self-administration is required. Parents wishing their children to take full responsibility for their own inhalers must agree this with the Headteacher or the responsible adult
- Key Stage Two children may carry their own inhalers for self-administration under supervision
- Prescribed epi-pens will be kept with an adult at close range to the child. All staff on trips will have guidance about the use of epi-pens.
- For residential visits, parents are asked to give written consent for the use of mild analgesics if required

We ask parents to help by:
- Administering medicines out of school hours wherever possible
- Offering to administer medication during the school day themselves
- 'Training' inhaler users to self-administer
- Ensuring that medicines are 'in date' and collecting medication that is no longer required
- Ensuring that current and accurate medical information is passed to the office
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Confidentiality
The head and staff should always treat medical information confidentially. The head should agree with the child/parent who else should have access to records and other information about a child.

Staff Training
Members of staff with responsibilities for administrating medicines are given appropriate training.

Monitoring
This policy should be reviewed annually in accordance with Local Authority and National guidance.